



STATE OF MISSOURI
Division of Professional Registration

CAREER OPPORTUNITY

An Equal Opportunity Employer

[Amended posting](#)

TITLE: Licensing Technician I
LOCATION: Professional Registration, State Board of Pharmacy
Jefferson City, MO
SALARY: \$21,984-\$23,064 (Pay Range A10)
Salary increase available if appointment is a promotion.
SCREENING DATE: **May 5, 2011**

APPLICATION PROCESS:

Screening to begin May 5, 2011. Please send cover letter, resume and three professional references to:

Missouri State Board of Pharmacy
P.O. Box 625
Jefferson City, MO 65102
Fax: 573-526-3464
Email: tammy.siebert@pr.mo.gov
EOE:F/M/V/D

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

- Review and process applications or renewals for pharmacy technicians and generate licenses.
- Review incoming applications and determine if all legal qualifications are in compliance with board standards and laws.
- Prepare and process applications for board review, approval, denial, or restriction.
- Prepare correspondence, including regulatory letters at the direction of the Board or executive director.
- Provide information pertaining to a variety of licensing procedures, renewal procedures and license status questions.
- Maintain familiarity of laws and regulations for the specific licensing category.
- Ensure that confidentiality of information processed is maintained at the highest level.
- Serve as office receptionist, including distribution of office mail.
- Maintain office equipment and supply inventories.
- Optical imaging application files and related documents.
- Perform other related work as assigned.

JOB KNOWLEDGE, SKILLS, AND ABILITIES:

To perform this job successfully, an individual must be able to perform each essential function of the job with or without reasonable accommodations.

- Ability to communicate effectively.
- Ability to maintain working relationships with other staff and superiors.
- Proficient in organizing complex tasks and setting priorities from general instruction to achieve established goals.
- Ability to interpret agency policies and procedures.
- Knowledge of statutes and regulations relating to the licensing, pre-licensing, registration and endorsement requirements.
- Working knowledge of the principles, practices and terminology of the professions licensed or registered by the Board.
- Ability to establish and maintain effective working relationships with applicants, licensees, employers, other licensing/registration organizations, other employees and the general public.
- Ability to maintain filing system and compose responses to general correspondence regarding licensure.
- Ability to accomplish tasks in a timely manner.
- Extensive computer skills including Microsoft Office Products preferred.
- Ability to demonstrate regular and predictable attendance.

QUALIFICATIONS:

- Two years of clerical or related office experience or responsible public contact work; or one year of clerical or related office experience with the Missouri Division of Professional Registration.
- Graduation from a standard high school or possession of a G.E.D. certificate.